

Application for RECORDS DISPOSITION STANDARD

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received DEC 21 1973	Application No. 74-5	Date Completed JAN - 9 1974
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Division Supply Section 959 E. Confederate Avenue, Atlanta, Ga. 30316		4. Person to Contact Mr. Reese	5. Working Title Supervisor	6. Tel. No. 6142

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1965 - Present	9. Exact Series Title Stock Control Card File
--	--

10. What is the function of the office in which this record series is created?

The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records; for accounting for funds; receiving and disbursing funds and budgeting for funds; for the procurement of supplies and equipment, their issuance and maintenance; for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: Supplies stocked by the Department.

Included are: 5 x 8 Inventory cards, only.

File arranged: Alphabetically by name of item.

ATTACH SAMPLES OF THE FILE

Type of Material	No. of Drawers	No. of Boxes	ANNUAL RATE OF ACCUMULATION		
			1	2	3
Letter-size File Drawers	2	3			
Legal-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)		
			1	5	
			AVERAGE DAILY REFERENCE		
			75-100	10-15	5

- 13. Is this the Record Copy of the series? []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [x]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

REQUIREMENTS. The following requires the files to be kept see below years:

- a. STATE LAW
 - b. STATUTE OF LIMITATION
 - c. AUDIT PERIOD
 - d. FEDERAL LAW
 - e. ADMINISTRATIVE DECISION
 - f. HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each CALENDAR YEAR FISCAL YEAR OTHER (See Below) _____, then:

- Hold in the current files area _____ month(s)/_____ year(s):
- Transfer to State Records Center Local Holding Area; hold _____ year(s):
- Destroy.
- Transfer to State Archives for permanent retention.
- Destroy immediately after cut-off.
- Other: (Specify)
Destroy when card is completed or item is discontinued.

(Indicate briefly rationale for recommendations above/or write additional remarks):

() Concur () Nonconcur *only to Review*

Records Management Officer (Signature)	Date	SUPERVISOR OF LOGISTICS	
<i>[Signature]</i>	12-14-73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> 12-14-73
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> 1-7-74
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> 1-4-74
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i> 1-7-74

STATE RECORDS COMMITTEE